

**South Carolina Department of Disabilities
And
Special Needs**

CAREER PREPARATION SERVICES STANDARDS

Effective January 1, 2009

SC Department of Disabilities and Special Needs Career Preparation Services Standards

The mission of SCDDSN is to assist people with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Career Preparation Services is to provide people with Mental Retardation/ Related Disability (MR/RD), Autism, and Head and Spinal Cord Injuries and Similar Disability (HASCI) the supports needed in order for them to meet their needs, pursue possibilities and achieve their life goals.

DEFINITION

Career Preparation Services are aimed at preparing participants for careers through exposure to and experience with various careers and through teaching such concepts as compliance, attendance, task completion, problem solving, safety, self determination, and self-advocacy. Services are not job-task oriented, but instead aimed at a generalized result. Services are reflected in the participant's service plan and are directed to habilitative rather than explicit employment objectives. Services will be provided in facilities licensed by the state. Community activities that originate from a facility licensed by the state will be provided and billed as Career Preparation. On site attendance at the licensed facility is not required to receive services that originate from the facility.

Transportation will be provided from the participant's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the participant's habilitation site to their residence when the service start time is after 12:00 Noon.

ANTICIPATED OUTCOMES

The integration of self-determination/self advocacy skills with pre-employment, vocational skills and community-based experiences make career preparation training a valuable precursor in providing greater employment opportunities for individuals with disabilities. Career preparation training is part of a seamless training system that will prepare individuals to pursue further employment opportunities, insure job stability and launch successful careers. For individuals with disabilities, employment with career preparation training integration will be a long-term fix to employability barriers.

It is expected that SCDDSN Career Preparation Services be provided in a manner that promotes:

- dignity and respect;
- health, safety and well-being;
- individual and family participation, choice control and responsibility;
- relationships with family and friends and community connections;
- personal growth and accomplishments.

It is also expected that Career Preparation Services reflect the principles of the agency and therefore services should:

- be person centered
- be responsive, efficient, and accountable;
- be strengths-based, results oriented;
- maximize potential; and
- be based on best and promising practices.

MINIMUM STANDARDS

General

Career Preparation Services will be provided in accordance with all state and federal laws.

Career Preparation Services will be provided in accordance with applicable SCDDSN Departmental Directives, procedures and guidance.

Career Preparation Services will only be provided in or originate from facilities licensed by SCDDSN as Day Facilities.

Guidance: Please refer to Licensing Standards for SCDDSN Day and Employment Services

People receiving Career Preparation Services are free from abuse, neglect and exploitation.

People receiving Career Preparation Services are:

- 1) informed of their rights,
- 2) supported to learn about their rights, and
- 3) supported to exercise their rights.

Guidance: Rights include: Human rights, Constitutional rights and Civil rights

- *Training includes responsibilities as well as rights.*
- *Each person's right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted.*
- *Personal freedoms are not restricted without due process.*
- *People are expected to manage their own funds to the extent of their capability.*
- *Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms.*
- *People with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them.*

Referral To Career Preparation Services

Career Preparation Services will only be provided to those who are authorized by a DSN Board or contracted Service Coordinator to receive.

GUIDANCE: Service Coordination will provide the chosen Career Preparation Services provider with a referral notification that at a minimum provides Career Preparation Services with the following information:

- *Consumer information: (name, address, DOB, referral date, SS#, Medicaid # (when applicable), emergency contact information, and name of referring Service Coordinator).*
- *Authorization of service, number of authorized units,*
- *Additional information: (Critical and emergency information, health/medical information, and care and supervision information.*

Individuals receiving Career Preparation Services are supported to make decisions and exercise choice regarding the specific career preparation services to be provided.

Within 15 business days of receipt of a referral, the Career Preparation Services provider will notify the referring Service Coordinator in writing of their intent to:

- Accept the person for service, or
- Accept the referral for placement on the provider's waiting list, or
- Reject the referral

After acceptance into service but prior to providing Career Preparation Services, a preliminary plan that outlines the care, supervision and skills training/interventions to be provided must be developed.

GUIDANCE: Plan must include essential information to ensure appropriate services and supports are in place to assure health, safety, supervision and rights protection.

At the time of admission/entry into Career Preparation Services, the preliminary plan must be implemented.

GUIDANCE: Preliminary plan is to be implemented on the day of admission. When assessments are completed and training needs/priorities have been identified, the plan will be completed and will replace the preliminary plan.

Assessment

Within thirty (30) calendar days of acceptance into Career Preparation Service and annually thereafter an assessment will be completed that identifies the abilities/strengths, interests/preferences and needs of the person in the following areas:

- Self-Advocacy/Self Determination
- Self-Esteem
- Coping Skills
- Personal Responsibility
- Personal Health and Hygiene
- Socialization
- Community Participation
- Mobility and Transportation
- Community Safety
- Money Management
- Pre-Employment
- Job Search

Guidance: At a minimum, assessments must be completed every 12 months.

The Plan

Based on the results of the assessment, within thirty calendar days of admission and annually thereafter, a plan for Career Preparation Services is developed with participation from the individual and/or his/her legal guardian.

Guidance: At a minimum, the plan must be completed every 12 months.

The plan must include:

- A description of the interventions to be provided including time limited and measurable goals/objectives.
GUIDANCE: The Career Preparation Plan is developed to identify: Career interests; goal(s) the individual desires to achieve; objective(s) for each goal identified; and essential information to outline the person's Career Preparation goals, and activities for career planning
Career Preparation goals and activities will focus on the activities of; Self Advocacy/Self Determination, Pre-employment Skills Training, On the Job Training (Facility Based), Community Based Training, and Career Counseling.
Documentation of the description of how each intervention must be provided to indicate the data to be collected, and schedule for implementation.
- A description of the type and frequency of supervision to be provided.
- Emergency contact information.
GUIDANCE: All critical and emergency information for this individual must be documented in the plan.
- Current and comprehensive medical information.
GUIDANCE: Medications (all medications taken by the individual must be listed and any assistance of medicating must be documented (self medicate or assisted medicate). All relevant medication information must be documented. All specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented.
- Any information necessary to support the person in a Career Preparation setting.

The interventions in the plan must support the provision of Career Preparation Services as defined in these standards.

Implementation

As soon as the plan is developed, it must be implemented.

Data must be collected as specified in the plan and must be sufficient to support the implementation of the plan for each unit of service reported.

GUIDANCE: Data must specify the amount of time the service was provided and must be sufficient to measure progress toward attainment of the goal or objective.

Data entries must be:

- True and accurate;
- Complete;
- Logically sequenced;
- Typed or handwritten in permanent dark ink; and,
- Dated and signed by the person making the entry.

Career Preparation experiences will be summarized, documented and shared with the participant upon request and at the time of the person's exit from the service.

Monitoring

At least monthly, the Plan is monitored by the Program Director or his/her designee to determine its effectiveness.

The plan is amended when:

- a. No progress is being made on an intervention;
- b. A new intervention, strategy, training, or support is identified; or,
- c. The person is not satisfied with the intervention.

Attachments:

- A [Day/Employment Plan of Services – Instructions](#)
- B [Day/Employment Services – Amendment to Plan of Services](#)
- C [Day/Employment Services – Amendment to Plan of Services](#)
- D [Day/Employment Services – Plan of Service](#)